

<b>Internal Audit Check list</b>			
CONTRACT REVIEW			
Created:	17/May 1995	<b>Audit No 02</b>	VM3/COP03 VOP 04
Revised:	13 September 2011	Last printed 3/28/2007 12:07:00 PM	Page 1 of 1
Audit Date		Auditor	ISO

<b><u>INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE</u></b>			
<b><u>DATE:</u></b>	<b><u>AUDITOR:</u></b> <b>Audit No 02</b>	<b><u>AUDIT PROCEDURE</u></b> COP's 03, 20.5	
<b><u>QUESTION:</u></b>		<b><u>RESPONSE:</u></b>	<b>Y/N</b>
Check that all phone, enquiries are recorded in the personal diaries.			
Verify that the same information is added simultaneously into "Goldmine".			
Are replacement goods offered "Same Day" as stated?			
Check that originals are filed in datal order file			
Check that all current prices are retrievable from "Opera" & Intrastats			
Check that the quote, and a covering letter is faxed to the customer, and cross referenced to the quote (on file)			
Verify authorisation for quotes above £1000 Have been countersigned by a director			
Verify that the order is checked for stock availability, production and delivery times are achievable through Intrastats			
Check that the order is so stamped with the account No and initialled as accepted.			
Check that order differences are resolved prior to acceptance, and that this information is recorded in Goldmine			
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum			